GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Dept., of GSWS – Village /Ward Secretariats - Rationalisation & Categorisation of Functionaries & Secretariats – Positioning based on the category of Village /Ward Secretariats and Transfers & Postings of Functionaries – Orders – Issued.

DEPARTMENT OF GRAMA SACHIVALAYAMS AND WARD SACHIVALAYAMS

G.O.Ms.No.5 **Dated: 12.06.2025**

Read the following: -

1. G.O.Ms.No.01 GSWS Department, dated 25.01.2025.
2. G.O.Ms.No.03 GSWS Department, dated 10.04.2025.
3. G.O.Ms.No. 04 GSWS Department, dated 17.05.2025.
4. G.O.Ms.No.23, Finance (HR.I-PLG& Policy) Dept.,dt.15.05.2025.
5. From the Director, GSWS, Vijayawada, e-file.No.GWS02-COOR/ 68/2025-HRT, Computer.No.2832320.

ORDER:

The Government have issued Orders in the reference 1st read above on Rationalisation of Village/Ward Secretariats and Functionaries for effective implementation of Real Time Governance at Village/Ward level and achievement of Swarna Andhra Vision @2047.

2. The Government have categorized the Village Secretariats into Category “A” Category “B” and Category “C” based on the population and Functionaries as General Purpose, Specific Purpose and Aspirational. Further, Government have Ordered deployment of optimum number of Functionaries to ensure effective discharge of various functions. Minimum of 6 (six) Functionaries in the Village/Ward Secretariats falling under Category “A”, 7 (Seven) under Category “B” and 8 (eight) Functionaries under Category “C”.

3. In the reference 2nd read above, Government have issued Orders for positioning of various designations of General-purpose Functionaries based on the Category of Village /Ward Secretariats and issued District wise lists of Village /Ward Secretariats along with designations to be positioned under General Purpose Functionaries Category to the District Collectors and the Line Departments.

4. In the reference 3rd read above, Government have issued Orders for positioning of various designations of Specific Purpose Functionaries in the Village /Ward Secretariats under Rationalisation of Functionaries & Categorisation of Secretariats and issued District wise lists of Group of Village /Ward Secretariats along with designations of Specific Purpose Functionaries to be positioned to the District Collectors and the Line Departments.

5. In the reference 4th read above, the Government have issued orders on relaxation of transfers & postings of employees for certain period from 16th May, 2025 to 2nd June, 2025 and imposed “ban on transfers” with effect from 3rd June 2025.

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6. In the reference 5th read above, the Director, GSWS, Vijayawada has requested the Government to issue necessary orders for positioning and transferring of the required number of Functionaries based on the category of Village /Ward Secretariats as per the Orders issued in the references 1, 2 & 3 read above.

7. After careful examination of the matter, Government hereby issues the following guidelines for positioning and transferring of Functionaries working in the Village/Ward Secretariats:

Principles for Positioning and Transfers of Functionaries

i. The Functionaries who have completed a period of continuous stay of 5 years at a Village / Ward Secretariat as on 31st of May, 2025, shall invariably be transferred. Functionaries, other than those who completed 5 years of stay at a Village / Ward Secretariat, shall also be eligible for transfer on personal request.
ii. For the purpose of transfers, the number of years of service in all cadres/posts at a Village / Ward Secretariat shall be reckoned as the Period of Stay at a Village / Ward Secretariat.
iii. No Functionary shall be posted within the native Mandal.
iv. Ensure that all the prescribed positions shall be filled invariably as per the orders in the references 1st, 2nd & 3rd read above.
v. For all the transfers including those for positioning of prescribed number of functionaries at each Secretariat, the District Collectors of erstwhile Districts/ Appointing Authorities shall be the Competent Authorities.
vi. After completion of transfer of Functionaries, if any Functionary is found in excess to the prescribed posts, he /she shall continue to work in that Village / Ward Secretariat until further orders.
vii. The District Collectors shall complete Rationalisation & transfer process of Functionaries on or before 30.06.2025 and after 30.06.2025 no transfer of Functionaries is allowed until further orders.
viii. Further, after completion of Rationalisation & transfer process of Functionaries, the District Collectors are requested to ensure the mapping of the details of all Functionaries in the HRMS portal on or before 10.07.2025.
ix. Preference will be given to below categories during Transfers:
    a. Visually challenged functionaries.
    b. Functionaries who have mentally challenged children and seeking a transfer to a station where relevant medical facilities are available.
    c. Functionaries who worked for more than two years in Tribal areas.
    d. Functionaries with disabilities of 40% or more as certified by a competent authority as per the norms of “persons with disabilities”.
    e. Functionaries seeking transfer on medical grounds (pertaining to self or spouse or dependent children), on account of chronic diseases such as Cancer, Open Heart Operations, Neurosurgery, Kidney Transplantation, etc., to stations where such facilities are available.
    f. Female Functionaries who are widows appointed on compassionate grounds.

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x. The visually challenged Functionaries are exempted from transfers, except when they make a specific request for transfer. As far as possible, these categories of Functionaries may be posted at a place of their choice subject to availability of a clear vacancy in that Village / Ward Secretariat.

xi. In the case where both husband and wife are Government employees, efforts shall be made to post both of them at one station or in the stations that are nearer to each other.

xii. All transfers affected under these guidelines, including the Functionaries who have exercised the option of preferred stations, shall be treated as request transfers for the purpose of sanction of TTA and other transfer benefits.

xiii. All vacancies in the Village Secretariats of Notified Agency areas shall be filled first before filling posts in the non-ITDA areas.

xiv. Besides ITDA areas, the District Collectors / Appointing Authorities shall ensure the areas which are interior and backward with large number of vacancies shall be given preference while filling up of vacancies on transfers.

xv. District Collectors / Appointing Authorities shall ensure that Functionaries who are transferred out from ITDAs are not relieved without a substitute being posted/joining in their place.

xvi. The Functionary who are posted from a non-ITDA area to an ITDA area have to report in their place of posting within the stipulated time. Any Functionary who does not report to place of posting in the ITDA areas shall be liable for disciplinary action as per rules in vogue.

xvii. The relieving Authorities shall not relieve any Functionary without remitting of pending amounts to be remitted.

8. The District Collectors / Appointing Authorities shall be responsible for the positioning of prescribed number and Transfer of Functionaries as per the Orders in a most transparent and time bound manner without giving any scope for complaints / allegations. The Director, GSWS shall prepare and make available an IT tool to help the District Collectors in completing this task on time.

9. The Director, GSWS, Vijayawada / All the District Collectors shall take necessary action accordingly.

10. This order issues with the concurrence of the Finance Department vide U.O.No.FIN01-HR0PDPP(TRPU)/139/2025-HR-I,(C.No.2834476),dt.26.05.2025.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

BHASKAR KATAMNENI
SECRETARY TO GOVERNMENT (FAC)

To
The Director, GSWS, Vijayawada.
All the District Collectors in the State.
The Spl. Chief Secretary/ Prl. Secretaries/Secretaries of the Departments of PR&RD, MA&UD, Social Welfare, Tribal Welfare, Revenue, Agriculture &Cooperation, Animal Husbandry Dairy Development & Fisheries, Home and Health, Medical &Family Welfare, AP Secretariat.

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The Commissioner, PR&RD.
The Commissioner & Director, MA&UD.
The Chairman & Managing Director of APCPDCL, Vijayawada.
The Chairman & Managing Director of APSPDCL, Tirupati.
The Chairman & Managing Director of APEPDCL, Visakhapatnam.
Copy to
The Finance (HR) Department.
PS to Principal Secretary to Hon'ble Chief Minister
OSD to Hon'ble Minister (Sachivalayam&Village Volunteer).
PS to Chief Secretary.

// FORWARDED: BY ORDER //

SECTION OFFICER